

**HOUSTON RECOVERY CENTER LGC**  
 Minutes for Meeting of Board of Directors  
 April 13, 2017

The undersigned, being the duly appointed Acting Secretary of Houston Recovery Center LGC (the "Corporation"), hereby certifies that the following are true and correct Minutes of the April 13, 2017 meeting of the Board of Directors (the "Board") of the Corporation.

In a manner permitted by the Corporation's Bylaws, the meeting was called by providing all Directors with notice of the date, time, place, and purposes of the meeting more than three days before the date of the meeting.

In accordance with Chapter 551, Texas Government Code, which Chapter is made applicable to the Corporation by Section 431.004, Texas Transportation Code, and a notice of the meeting, was duly filed on April 6, 2017, in the same manner and location as required by law of the City of Houston, Texas (the "City").

<b>Summarized Agenda Item</b>	<b>Discussion</b>	<b>Decision &amp; Follow-Up</b>
I. Call to order (Chair)	The meeting was called to order by Chair Kay Austin at approximately 1 pm on Thursday, April 13, 2017, in the Houston Recovery Center training room, (150 N. Chenevert), Houston, Texas 77002.	
II. Appointment of Acting Secretary; roll call, confirm presence of quorum (Chair)	<p>Ms. Austin appointed Ms. Ashley Ochoa as Acting Secretary for the meeting. Ms. Ochoa called the roll as noted below:</p> <p><i>Officio</i>            Kay Austin- Present            Tracy Beavers- Absent            Arlo Weltge, MD- Present            John M. Mills- Present            Elizabeth T. Nunnally- Present            Bonnie Crane Hellums- Present            Scott F. Basinger, PhD- Present</p> <p><i>Ex-Officio</i>            Andy Ickens- Absent            David Persse, MD- Absent            Stephen Williams- Absent</p>	Ms. Austin announced that a quorum of the Directors was present.

	<p>Wendy Baimbridge- Absent</p> <p>Mr. Leonard Kincaid, Executive Director for Houston Recovery Center was also present at the meeting.</p>	
III. Reading of the draft Minutes	<p>Minutes from the previous meeting(s), March 2 and March 9, 2017 were distributed to the Board. Dr. Weltge moved the Board accept the Minutes. Dr. Basinger seconded the motion and Minutes were unanimously accepted by the Board.</p>	<p>The Board unanimously accepted previous meeting minutes.</p>
IV. Opportunity for Public Comment	<p>There was no comment from members of the public.</p>	<p>See public sign-in sheet.</p>
<p>V. Report from Executive Director (L. Kincaid)</p> <p>a. Distribution of Employee Handbook</p> <p>b. Presentation of Board Portal</p>	<p>Ms. Austin recognized Mr. Kincaid for the report from Executive Director. The Houston Recovery Center was invited to present at the American College of Emergency Physicians Leadership and Advocacy Conference— Sobering Center Collaborative Summit in Washington D.C.; Collaboration with Harris County for Re-Integration Court is going very well; An agency in North Houston is proposing the Houston Recovery Center operate a sobering center program in their facility.</p> <p>Mr. Kincaid stated the employee handbook is available to the Board for their information. The Board Portal was presented as a repository for finalized information for the Board.</p>	
<p>VI. Report from Finance Committee (J. Mills)</p> <p>a. Monthly financial report and presentation of monthly financial statements</p> <p>b. Recommendation of finance policy and procedure</p> <p>c. Recommendation of FY18 Budget for</p>	<p>Ms. Austin recognized Mr. Mills for the report from Finance Committee. Mr. Mills noted the balance through January and February 2017 (exh. B and C respectively) are in the black for year to date. Mr. Mills made a motion the Board accept the January and February 2017 financial statements. Dr. Basinger seconded the motion and the Board accepted.</p> <p>Mr. Mills notified the Finance Committee has a few minor revisions to the finance policy and procedure and will present at a future meeting.</p>	<p>The Board unanimously accepted the financial statements.</p>

<p>1115 Waiver d. Recommendation on Reintegration Court budget</p>	<p>Mr. Mills presented and made a motion to accept the HRC FY18 Budget for 1115 Waiver (Exh. D). Dr. Weltge seconded the motion and the Board accepted unanimously.</p> <p>Mr. Mills presented and recommended acceptance of the Re-Integration Court budget (Exh. E) as being financially sustainable for the HRC. Dr. Basinger seconded the motion and the Board unanimously accepted.</p>	<p>The Board unanimously accepted the 1115 Waiver budget for FY18.</p> <p>The Board unanimously accepted the Re-Integration Court budget.</p>
<p>VII. Report from Programs, Evaluations and Development Committee (S. Basinger)</p> <p>a. Presentation on Baylor Collaborative</p> <p>b. Presentation on Open Door Mission and Santa Maria Hostel Initiatives</p> <p>c. Presentation on Managing Sobering Center on Houston's North Side</p> <p>d. Discussion of other funding opportunities</p>	<p>Ms. Austin recognized Dr. Basinger for the report from the Programs, Evaluation and Development Committee. Dr. Basinger discussed the Re-Integration Court being a tremendous opportunity for HRC to partner with Harris County for this program. Dr. Basinger presented the opportunity to collaborate with Baylor College of Medicine on a grant application serving individuals who are at risk of becoming HIV-infected (Exh. F).</p> <p>Dr. Basinger is working with Mr. Kincaid on a partnership with Open Door Mission and Santa Maria Hostel as part of a grant application for substance use disorder treatment.</p> <p>Dr. Basinger shared an opportunity to operate a satellite sobering center on the North Side. The Board discussed options outside of operating the sobering center at a second location; particularly one that is partnering with a faith-based organization. HRC is happy to share information to support their efforts.</p> <p>Dr. Basinger shared the PED Committee is looking for more funding opportunities, specifically the folder assembled with a development consultant.</p>	
<p>VIII. Strategic</p>	<p>Ms. Austin spoke on strategic planning and</p>	

<p>Planning and Organizational Development (K. Austin)</p> <p>a. Recommendation on Mission and Vision (K. Austin)</p> <p>b. Recommendation on Goals and Objectives (L. Kincaid)</p>	<p>organizational development (Exh. G); particularly the Mission and Vision. Ms. Austin turned the time over to Mr. Kincaid to review the goals and objectives. The Board discussed modifications for the goals and objectives. Dr. Basinger moved the Board accept the Strategic Plan with the proposed revisions. Judge Hellums seconded the motion which was approved unanimously by the Board.</p>	<p>The Board unanimously accepted the Strategic Plan with recommendations.</p>
<p>IX. Board Development (K. Austin)</p> <p>a. Recommendation of pending TAG members</p> <p>b. Recommendation on establishment of additional Board Committees and Committee roles</p> <p>c. Recommendation of Board Secretary</p>	<p>Ms. Austin spoke on board development. Judge Hellums made a motion that was seconded by Dr. Basinger to approve Ms. Lisa Dahm as a Technical Advisory Group member. Additional TAG members for consideration are Karen DuPont, Tom Fritsch and Moving forward, potential TAG Members should be invited to Board meetings before being accepted.</p> <p>The Board discussed expanding the Board and separating the Development Committee out from PED as an independent committee.</p> <p>Ms. Austin recommended Ms. Tracy Beaver serve as the permanent Board Secretary. Dr. Basinger moved and Ms. Nunnally seconded the motion to approve Ms. Beaver as a Board Secretary.</p>	<p>The Board unanimously accepted the Strategic Plan with recommendations.</p> <p>The Board unanimously accepted Ms. Beavers as the Board Secretary.</p>
<p>X. Discussion of agenda items for next Board meeting</p>	<p>The Board discussed the next meetings. A special meeting will be held Wednesday, April 26 at 11 am.</p>	<p>The special agenda will include:  Recommendation on the Baylor Collaborative, Re-Integration Court, and Initiatives for Open Door Mission and Santa Maria Hostel. Update on managing sobering center on Houston's North Side.</p>

	The regularly scheduled meeting is Thursday, July 13, 2017, 1 pm at the Houston Recovery Center.	The agenda will include: Board Recommendations TAG Recommendations Committee Recommendations
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There being no further business, the Board adjourned approximately 3:00 pm.

By:

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Ashley Ochoa  
Acting Secretary